



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

12/6/13

Donna Ritz & Erica Ritz
1996 Keener Rd
Muscatine IA 52761

Dear Donna & Erica,

This letter is in regards to the 12/3/13 compliance check of your Level C, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Donna needs to store tile supplies in basement in a child inaccessible area.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Donna needs to update her contact sheet.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Donna needs to place items in bathroom labeled "Keep Out Of Reach of Children" in higher inaccessible area for children or in child locked area. Donna needs to remove baby lotion from living room area.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Donna needs to place safety caps in 2 outlets in bathroom, 3 outlets in kitchen and 1 outlet in living room.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Donna needs to cover or remove fire pit from out door play area; trim sharp, white plastic edging along circular concrete pad; and replace cracked swing on swingset.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Donna needs to remove beer can and dog feces from her outdoor play area.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Donna will need a sign denoting fire extinguisher's location on main floor since it is not visibly displayed.

- ☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

Donna needs to place battery in living room detector.

- ☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Donna needs to place sign in transport vehicle.

- ☐ 110.5(1)q All animal waste is immediately removed from the children's areas and properly disposed of.

Donna needs to remove dog feces from outdoor play area.

- ☐ 110.5(2) A provider file is maintained and contains:

- ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Donna needs to show proof of immune status for dTap and MMR for Kelly and current dTap for Erica.

- ☐ 110.5(3) Activity Program.

- ☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Please see 110.5(1) h

- ☐ 110.5(8) Children's Files

- ☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

- ☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need update for H.R., L.T.

- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need update for H.R., L.T.

- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need update for H.R., L.T.

- ☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive

conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Need for K.M., A.G., C.G., J.M., L.P., B.P.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Need school aged health status for H.S., C.S.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need update for H.R., L.T.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need for K.M., A.G., C.G., H.S., C.S., L.P., B.P. Need update for J.M. Need on state form for L.T.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Need for H.S., C.S.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need update for H.R., L.T.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 1/20/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **1/20/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).